

**Guide to Notify Borrower or Management Agent of a Potential  
Wage or Benefit Discrepancy Which Requires Review**

Upon review of the attached information, we conclude that there is a discrepancy between the wages or benefits reported on Form RD 1944-8, "Tenant Certification," and those reported to Rural Development from Missouri Employment Security. Please review this information with the tenants and provide a written explanation as to your findings and what, if any, corrective arrangements (e.g., recovery of improper benefit agreements, evictions, legal proceedings, etc.) you are making. Please provide the explanation within 30 days of the date of this letter.

Should recovery of improper payments be required, Agency regulations require collections be made by lump sum cash payment, or payment over a reasonable period of time (usually not to exceed 90 days). Whenever concerns cannot be mutually resolved, the tenants must be advised of the right to file a grievance under the provisions of RD Instruction 1944-L, or advised of their right to appeal any eviction in accordance with the provisions of RD Instruction 1930-C.

If your explanation is not satisfactory to us, we will contact you to resolve the matter. The Agency will seek a mutually satisfactory resolution. Should this not be possible, you will be formally advised of our concerns and advised of any applicable appeal rights.

If you have any questions concerning the subject matter, please contact the area office staff at [insert office telephone number].

Sincerely,

[insert name and title of signature official]

Attachments

[Attachments may include appropriate information summarizing results from the State wage information collection agency and Agency records]